

File & Serve Xpress™

Baltimore City Circuit Court Special Instructions

Initiating a New Case on File & ServeXpress:

- New Cases can be filed through File & ServeXpress using the “File a New Case” option on the File & Serve tab.

Creating Your Documents:

- Be sure to include the appropriate Electronic Signature in your pleadings.
- Signature Requirements for the Baltimore City Circuit Court are: "/s/Adam Attorney".
- Each document should include the following information:
 - Typed name of the attorney or unrepresented party filing such document,
 - Address of the attorney or unrepresented party filing such document,
 - Telephone number of the attorney or unrepresented party filing such document,
 - Bar number of the attorney submitting the transaction.
- The title of each document should include the following:
 - Party filing the document,
 - Full descriptive title of the document,
 - Nature of Relief sought
 - Party or Parties against whom Relief is sought.
- All Proposed Orders should be created using an editable word processing format so that the Court can utilize the Proposed Order in creating any applicable Order.

Uploading Your Documents:

- Upload pleadings in an editable, word processing format (i.e. .rtf, .doc or .wpd).
- Do not upload pleadings in PDF format. The File & ServeXpress system automatically converts them to .PDF for you.

- If you are concerned about metadata, save the document as a .rtf instead of a .doc or .wpd.
- Upload the main document first, then upload any supporting documents.
- Electronically 'staple' supporting documents to the main document by using the Main/Supporting column in the Attached Documents list.
- Use the Linking feature in the Attached Documents list when submitting responses to previously filed documents. (If the previously filed document is unavailable to 'link to', reference the Transaction ID of the previously filed document(s) in the "Document Title.").

Other

- Multi-Case Filing is permitted in this Jurisdiction.
- Your File & ServeXpress receipt is your proof of service.
- Please print your File & ServeXpress receipt for your records.